

Pre-Installation Conference

- A. Pre-Installation Conference: No earlier than 2 weeks before installing roofing system, conduct conference at Project site to review the items described below. Notify participants at least 5 working days before conference. All submittals are to be approved prior to meeting.
1. Meet with Construction Administrator; Architect; and Agency; roofing Installer; and installers whose work interfaces with or affects roofing, including installers of roof accessories and roof-mounted equipment.
 2. Review methods and procedures related to roofing installation, including manufacturer's written instructions.
 3. Examine deck substrate conditions and finishes for compliance with requirements, including flatness and attachment to structural members.
 4. Review loading limitations of deck during and after roofing.
 5. Review flashings, special roofing details, roof drainage, roof penetrations, equipment curbs, and condition of other construction that will affect roofing.
 6. Review temporary protection requirements for roofing system during installation.
 7. Review roof observation and repair procedures after roofing installation.
 8. Document proceedings, including corrective measures or actions required, and furnish copy of record to each participant.